



## **TOWN OF GRAFTON**

30 Providence Road  
Grafton, MA 01519  
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www.graffton-ma.gov

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### **Conservation Assistant**

The Town of Grafton is accepting applications for the full-time position (35 Hours per week) of Conservation Assistant under the supervision of the Conservation Agent/Assistant Town Planner. Some evening meetings will be required. This position is responsible for the provision of administrative, bookkeeping and clerical services in support of the Conservation Commission, Affordable Housing Trust, and land use department operations. Qualifications for this position include a High School diploma, or equivalent; one to three (1-3) years prior work experience preferably in a municipal government office; or an equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Please submit resume, cover letter to: Town of Grafton Attn: Leah Cameron, 30 Providence Road, Grafton MA, 01519, or by email to [cameronl@graffton-ma.gov](mailto:cameronl@graffton-ma.gov), or online at <https://www.graffton-ma.gov/human-resources>.

The deadline for applications is June 30<sup>th</sup>, 2021. The town of Grafton is an equal opportunity employer. Salary begins at \$20.45 per hour.